

BY-LAWS FOR TRUSTEES OF HAMPDEN ENVIRONMENTAL TRUST

*Adopted 3-31-84
S.W.W.*

ARTICLE 1 - PURPOSE

These By-Laws are hereby established by the Trustees of the Hampden Environmental Trust to aid in the fulfillment of their responsibilities under the terms of the Trust and any applicable ordinances of the Town of Hampden.

ARTICLE 2 - OFFICERS AND DUTIES

A. The Trustees shall annually elect a Chairperson and Vice-Chairperson from their own membership to serve for one year, or until their successors are elected. The Vice-Chairperson shall serve as acting Chairperson in the case of the Chairperson's death, resignation, incapacity, or absence.

1. The Chairperson shall preside at all meetings of the Trustees.

2. The Chairperson shall prepare the agenda for all meetings. The agenda shall include the items of business that are customary at every meeting, such as roll call and approval of the minutes from prior meetings, plus items requested by the Chairperson, Town Manager, any Trustee, or the Mayor. The agenda shall be sent to the Trustees and the Town Manager prior to any meeting, but failure to do so shall not invalidate any meeting of the Trustees.

B. The Trustees shall annually elect a Secretary from their own membership to serve for one year, or until a successor is elected. In the alternative, the Trustees may designate the Town Manager as the Secretary.

1. The Secretary shall be responsible for keeping and maintaining the records of the Trustees, including minutes of meetings, correspondence and communications, and all official actions of the Trustees.

2. All records of the Trustees shall be kept at the Hampden Municipal Building, and may be inspected by the public during normal office hours.

3. Minutes of all meetings of the Trustees shall be distributed to the Trustees, Town Manager, Town Council, and such other persons as the Chairperson deems appropriate.

ARTICLE 3 - MEETINGS

A. Regular meetings of the Trustees shall be held at least quarterly in accordance with a schedule to be adopted by the Trustees from time to time, a copy of which shall be provided to the Town Manager. No notice of such regular meetings shall be required.

B. Special meetings may be called by the Chairperson and shall be called when requested by the Town Manager or majority of the Trustees. Notice of any special meeting shall be given to all Trustees and the Town Manager at least 24 hours in advance, except in the case of an emergency.

C. A quorum of the Trustees necessary to conduct official business shall consist of two Trustees. A concurring vote of a majority of those present and eligible to vote is required in order to take any official action.

D. All meetings of the Trustees shall be open to the public, except for executive sessions permitted by law.

ARTICLE 4 - CONDUCT OF MEETINGS

A. Meetings shall be conducted in accordance with these By-Laws and Robert's Rules of Order. In the event of a conflict, the provisions of these By-Laws shall prevail.

B. Any rule of order, except those prescribed by statute, may be suspended at any time by the consent of a majority of the Trustees present at any meeting at which there is quorum to conduct business.

ARTICLE 5 - ADOPTION AND AMENDMENTS

These By-Laws may be adopted and/or amended by a concurring vote of at least two Trustees at any regular or special meeting, provided that the proposed By-Laws or amendments(s) have been placed on the agenda for the meeting and have been sent to the Trustees at least seven days before the meeting.